

Appendix F: Field-based Activities Report



Lamar University – M.Ed. in Educational Technology Leadership

Field-based Activities Monthly Report - Part 1: Log

Instructions: Enter the total number of internship hours that you had worked at the start of the month in the upper right cell. Remember that you must log a **minimum of 100 hours** of field-based experience. For each month, enter a brief description of your internship activities for that week in the top row. Enter the ISTE Technology Facilitation standard(s) and Indicator in the second row. Use the third row for each week to report meetings and communications that you had with your site mentor. (Meetings with parents, administrators and/or coworkers that are related to your project work should be noted in the activities row for the day.) Enter the hours you worked for each week at the end of the row. Total the month's hours, then enter the total number of internship hours that you have worked as of the end of the month. There needs to be a minimum of 33 Campus- or District Supervised Activities that encompasses the 33 ISTE Technology Performance Indicators and eight Technology Facilitation Standards.

Date: <u>August 2010</u>		Total Internship hours at the start of the month:	9.0
Week	Functions	Description	Hrs
1	Week's Activities		
	Standard/Indicator		
	Communication with Site Mentor		
2	Week's Activities		
	Standard/Indicator		
	Communication with Site Mentor		
3	Week's Activities	Set up my teacher webpage provided through the district.	1.0
	Standard/Indicator	TF: V.D	
	Communication with Site Mentor		
4	Week's Activities	Assisted the SUCCESS teacher to plug in and turn on her computers. I showed her how to log on to the district network and how to access the special education software. Showed the same teacher how to save data in the district-provided storage area. Worked with same teacher on how to use Chancery and Encore.	2.0
	Standard/Indicator	TF: I.A, VII.A	1.0
	Communication with Site Mentor	Talked about the needs of this teacher with my mentor. He was amazed that an educator would require so much assistance with basic skills. He recommended that I monitor her regularly with regards to technology integration.	2.0
5	Week's Activities		
	Standard/Indicator		
	Communication with Site Mentor		
Hours worked this month:			6.0
Total Internship hours to date including this month:			15.0